

HUMAN RESOURCES OFFICE
MARYLAND NATIONAL GUARD
29TH DIVISION STREET
BALTIMORE, MARYLAND 21201-2288
TELEPHONE: (410) 576-6110

POSITION VACANCY ANNOUNCEMENT #11-113 OPENING DATE: 18 August 2011 CLOSING DATE: 16 September 2011

FULL TIME MILITARY / ACTIVE GUARD RESERVE (AGR) POSITION VACANCY

BRANCH OF SERVICE: X ARMY NATIONAL GUARD AIR NATIONAL GUARD

POSITION TITLE: EDUCATION SERVICES OFFICER (01A00) HIGHEST GRADE AUTHORIZED CPT/O3

ORGANIZATION AND LOCATION: JFHQ-MDARNG-G1-ES, FIFTH REGIMENT ARMORY, BALTIMORE, MARYLAND 21201-2288

SALARY: Full Military Pay and Allowances, depending on rank and longevity of selectee.

WHO MAY APPLY: OPEN TO CURRENT ON-BOARD AGR AND TRADITIONAL OFFICERS OF THE MARYLAND ARMY NATIONAL GUARD ONLY.

GENERAL ELIGIBILITY REQUIREMENTS:	INITIAL ENTRY QUALIFICATIONS:	ON-BOARD AGR QUALIFICATIONS:
<ol style="list-style-type: none">1. Must meet physical standards of AR 600-9 and AR 135-18, Table 2-1.2. Must not be under current suspension of favorable personnel actions.3. Applicants must not be entitled to receive Federal military retired or retainer pay.4. Must be able to serve at least five good years in active status prior to mandatory removal.5. Personnel applying for an initial tour with fifteen (15) or more years of active military duty credited toward retirement must have a waiver from the National Guard Bureau (NGB-ARM) prior to placement on tour.6. Applicants who have voluntarily separated from the AGR Program are not eligible to re-enter for one year from date of separation.7. Applicants who have voluntarily separated from the AGR Program in lieu of adverse personnel actions, or who have been involuntarily separated from the AGR Program are not eligible to re-enter the program.	<ol style="list-style-type: none">1. Must meet entry requirements of AR 135-18.2. Must be medically qualified under AR 40-501, Chap 3; PHA or flight physical must be within 12 months prior to initial entry. Selectee must be medically certified as drug free, be tested for HIV within 24 months of initial entry.3. As a condition of employment, service members may be required to attend a mandatory PEC training within the first year from the in-processing date if selected.4. Non AGR Soldiers must have completed an Officers Basic Course per 135-18 table 2-1, Rule D, 1(a).	<ol style="list-style-type: none">1. Must meet requirements of AR 135 -18 and NGR 600-5.2. ARNG/ARNGUS soldiers must possess AOC of the AGR duty position or become qualify in that AOC within 12 months.3. Failure to qualify in AGR duty position AOC within 12 months of assignment will result in mandatory separation from the AGR Program per Chapter 6, NGR 600-5.4. Must be within grade requirements of MTOE/TDA position and NGB staffing Guide.5. If announcement is open to Enlisted soldiers eligible for commission, Enlisted AGR soldiers must have an OCS completion certificate or a warrant officer pre-determination packet.

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Pay Calculator <<http://www.dfas.mil/militarypay.html>>

BAH Calculator <<http://www.defensetravel.dod.mil/perdiem/bah.html>>

DESCRIPTION OF DUTIES: Serve as the principal staff officer serving all the Army and Air National Guard personnel within MD for off duty civilian training and education, incentives, and civilian employment. Manage and/or directly supervise the manager of multiple State and Federal Education Programs to include Federal Tuition Assistance, GI Bill, and State Tuition Assistance. Manage and/or directly supervise the manager of the State Incentives Program to include Enlisted and Officer Bonuses, Student Loan Repayment, and Health Professional and Chaplain Loan Repayment Programs. Supervise the Civilian Employment Assistance Officer responsible for mentorship, counseling, and job placement recommendations to MDNG Soldiers, Airmen, Veterans, and their Families. Serve as the primary Test Control Officer in administering all Army Personnel Testing services to include the Armed Forces Classification Test and the Alternate Flight Aptitude Standardized Test. Directly manage the budgetary practices for Federal Tuition Assistance and the Decentralized State Incentive Program. Act as the liaison between MDNG Service members, Veterans, and their Families to the Department of Veterans Affairs, National Guard Bureau, and more than 40 Colleges and Universities in Maryland and across the United States. Be familiar and able to manage multiple databases and systems to include iMarc, GIMS, GoArmyEd, DSIPP, iCat, AFCOS, RCAS, DTMS, DPRO, and iPerms.

QUALIFICATIONS REQUIRED: **AOC: 01A00.** AGR applicants must possess an AOC compatible with the duty position IAW Table 2-1 AR 350-18. Must have a valid state driver's license and be able to operate military vehicles and equipment organic to the unit. **Applicant must be qualified for appointment in the position based on MTOE/TDA duty assignment.** Must not have any flagging actions.

SPECIAL INFORMATION

1. Appropriate military uniform will be worn during duty hours.
2. Continuation of tour is subject to findings of the AGR Tour Continuation Board and the Adjutant General.
3. Initial Tour AGR soldiers who do not become MOS/AOC qualified within 12 months will be reassigned to a position for which they are qualified or be separated from the AGR program.
5. Except for mobilization or other emergency, member accepted for tour normally will not be subject to reassignment during the first 18 months of initial tour. After 18 months of initial tour, soldier may be reassigned without consent or without geographical limitations to meet the needs of the service
4. All AGR soldiers will sign a Certificate of Agreement and Understanding prior to being ordered to AGR duty.

APPLICATION PROCEDURES / REQUIRED DOCUMENTS

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

1. NGB Form 34-1, signed, dated and annotated job number and email contact information.
2. Selected individual must have a current Periodic Health Assessment (PHA) and HIV Test.
3. Signed certified copy of **updated** DA Form 2-1- **OR**- updated Enlisted Record Brief (ERB)/Officer Record Brief (ORB).
4. Updated Personnel Qualification Record (PQR).
5. Five latest NCOERs/OERs and as available for junior Soldiers/NCO applicants.
6. Letter of recommendation / performance evaluation on individuals not requiring an NCOER/OER.
7. Personal photograph in Class A uniform (E5 and below), DA photo in Class A uniform (E6 and above, no more than 5 years old).
8. All Soldiers must have documentation showing they meet current HT/WT Standards IAW AR 600-9; provide DA Form 5500 (Males), DA Form 5501 (Females).
9. All Soldiers must have documentation showing they meet current Army Physical Fitness retention standards IAW AR 40-501; provide DA Form 705 showing a current APFT, not more than 6 months old for AGR members and 12 months for Traditional members.
10. DA 3349 must be submitted for Soldiers with Permanent Profiles.
11. Unit memo or documentation verifying no Flagging actions.
12. **INITIAL ENTRY ONLY:** (BOTH of the following must be submitted)
 - a. Retirement Points History Statement (NGB Form 23).
 - b. Provide all DD Form 214s. (**Long version copies 2, 4, 7, or 8.**)
13. Forward application and attachments to: **Human Resources Office**
ATTN: MDNG-HRO-AGR
Fifth Regiment Armory
29th Division Street
Baltimore, MD 21201-2288
14. Application screening will be made without regard to race, religion, color, gender, or national origin.
15. Applicants are subject to a personal interview, before a military board upon notification of time and place. Necessary travel will be at the expense of the individual. Inquiries concerning specific aspects of the duty position should be directed to the Selecting Official.
16. Selection criteria are based on military education, experience in career management field, source of MOS/AOC, civilian education and experience related to the position.
17. Eligibility of Guardswomen will be consistent with applicable assignment policies of NGR 600-100 for Officer, NGR 600-101 for Warrant Officers and NGR 600-200 for Enlisted.

NOTE: Include the Job Number and Job Title on your application. Applications received after the closing date will be returned.

BINDERS/FOLDERS ARE NOT NECESSARY. APPLICATIONS SUBMITTED IN BINDERS/FOLDERS WILL BE REMOVED PRIOR TO BEING FORWARDED TO INTERVIEWING OFFICIALS. BINDERS/FOLDERS WILL NOT BE RETURNED.